

CHAPTER 3

Adding, Selecting and Deleting a Contract

What you will learn about from this Chapter:

- **Are you in the right Contract?**
- **Selecting a new Contract**
- **Adding a new Contract**
- **Deleting a Contract**



CHAPTER 3: Adding, Selecting and Deleting a Contract

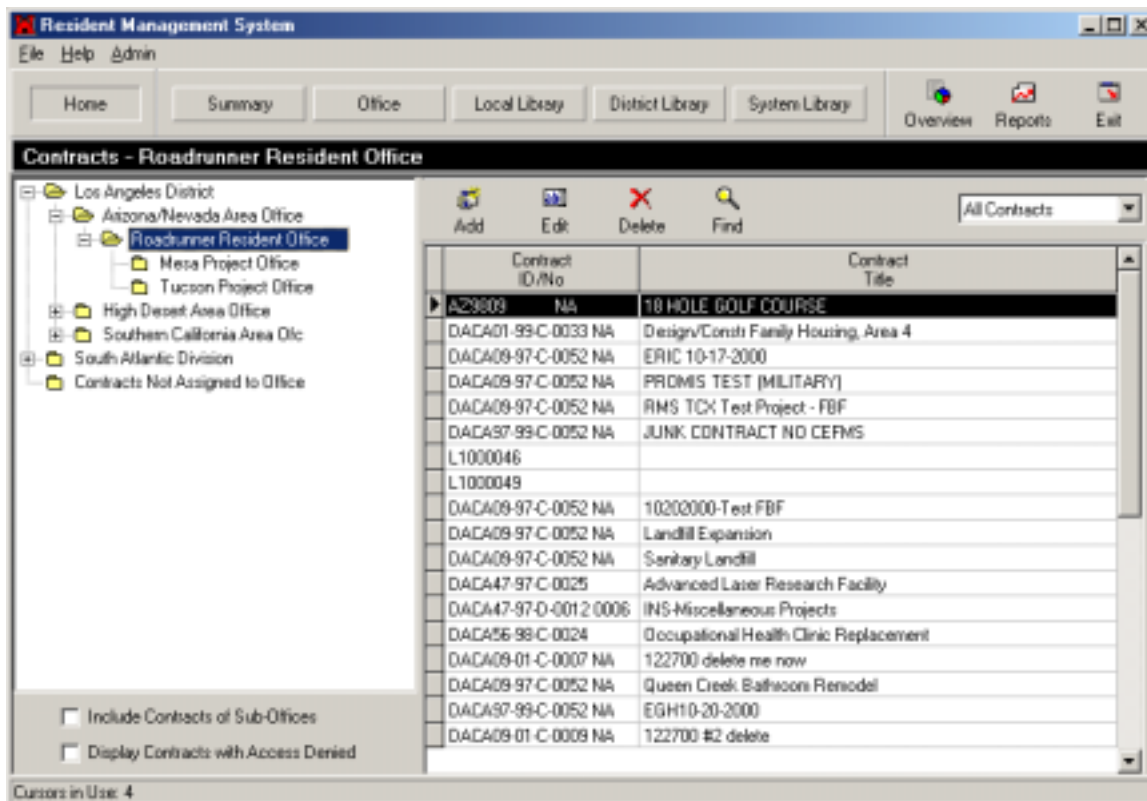
Are you in the right Contract?



RMS will automatically place your cursor on the last contract you opened when you return to the program. After you login and select your contract, you might want to keep an eye on the top of the menu bar. The name and number of the contract appears. **You won't be the first person that will begin to work in the wrong contract, thinking you were in a different contract!** 😞

Selecting a new Contract

If you need to enter a different contract, you will use the **Contracts Selection Explorer** that is accessed via the **Contracts** option of the main menu as shown below.



When your name was entered into the **Office/Office Personnel** area of RMS, you were assigned to a specific office. When you open the contract selection explorer, your assigned office will be highlighted on the left of the window, and your last contract opened will be highlighted in the right side of the window. The contracts assigned to your office will be located under one of three categories, **Future Contracts**, **Active Contracts**, or **Completed Contracts**.

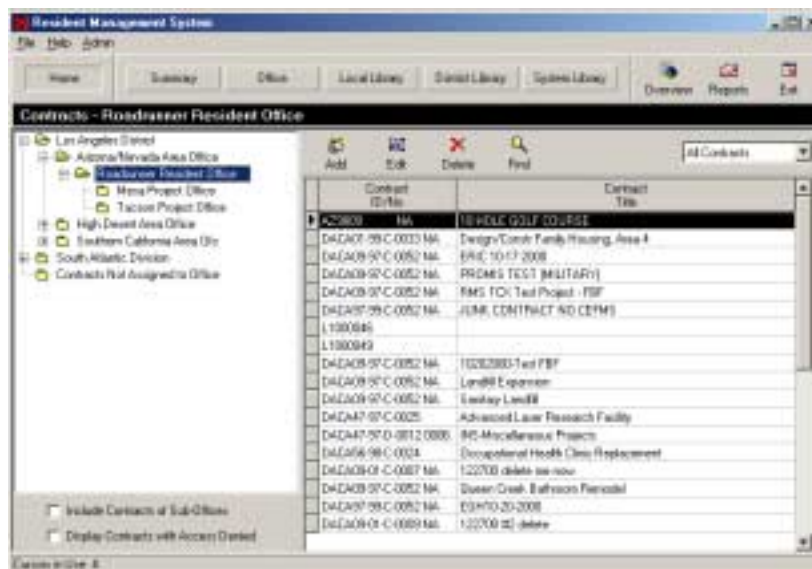
The window defaults to the **Active Contracts**, as this will be the normal work area. If you have recently entered a New Contract, the contract will be located under the **Future Contracts** until such time as you provide an NTP/Award date in the **Milestone Schedule**. You will highlight your desired contract and double mouse click to open (or, use the **Edit** button). The name and number of the newly selected contract will then appear at the top of the RMS screen as explained above.



If the left side of the screen is “rolled-up”, not reflecting your office, you have not been assigned to an office in the Office/Office Personnel screen. Review the block on that screen entitled Office Symbol, and select the correct office.

Adding a New Contract

Enter a new contract into RMS as soon as you have reason to believe that the contract is valid, the sooner the better. Future contracts in your system enables management of work placement, estimate scheduling, and assessment of personnel needs. A contract can be entered with as little information as a title, contract type, customer type, contract dates, estimated duration and an estimated cost. Your contract may already be loaded in PROMIS, therefore consult with your PM and download the data directly from PROMIS if it has been entered.



Multiple Family Dwelling!

From the **Contract Selection Explorer**, push the **ADD** button to begin the process of adding a new contract.

The next thing you will see will be an input screen on which you will begin entering data for your new contract. The screen will be from **Administration/Contract Description** and is the **Contract Information Tab**.

The **RMS program now assigns the Contract Identification Number automatically** and you will not even see it, as it becomes part of the Oracle database and cannot be changed. The **Contract Title** is the name on the contract or task order notice of award or the Bid package. However, it is limited in length to 40 characters, so you may need to be creative with the title.

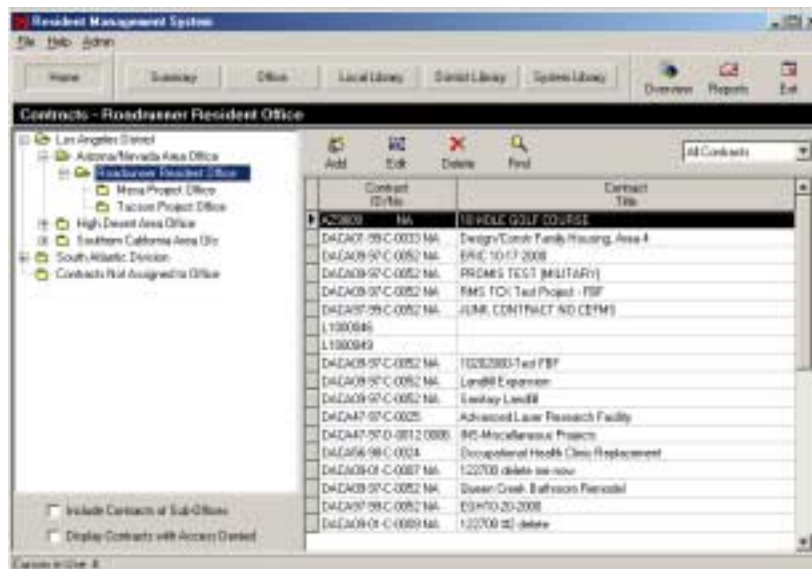
The **Contract Office** is what the **FAR** refers to as the Contract Administration Office (CAO). It is typically the office of the Administrative Contracting Officer (ACO) or Contracting Officer Representative (COR) assigned administrative duties and responsibilities for the contract.

Once you have completed this screen, the number and name of the contract will appear in the **Future** or **All Contracts** option on the **Contracts Selection Explorer** as you viewed previously. Your new contract has been successfully added. 😊

You are now ready to proceed to the next chapter and begin entering contract specific data.

Deleting a Contract

In order to delete a contract, locate and highlight the desired contract, then push the **Delete** button.

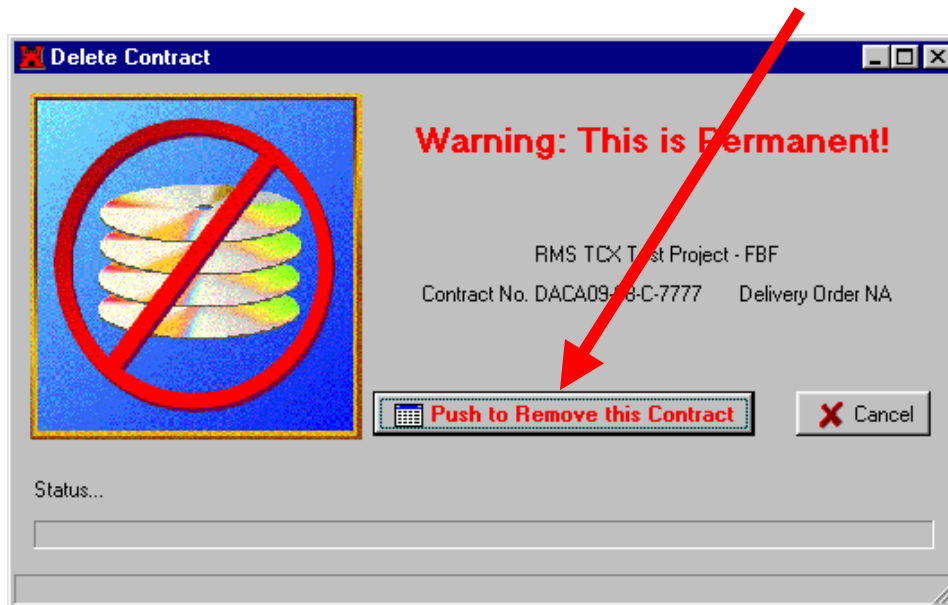


CAUTION ! ! ! !

There are three conditions that must exist before you can delete an office:

1. The Office must not have a User assigned to it.
2. The Office must not have a Contract assigned to it.
3. The Office must not have a subordinate office under it.

You will receive a confirming warning that your pending action is permanent. If you have selected the correct contract to delete, push the **Push to Remove this Contract** button. You may also **Cancel** the action if you have incorrectly selected this contract for deletion.



After the **Push to Remove this Contract** button has been pushed, the program will remove all data from the database. You will then see a confirmation window that advises the Contract has been removed. Push the **OK** button to complete. You will not be able to recover data once a contract has been deleted.

